

SECRET

Vital Material

Approved For Release 2005/08/03 : CIA-RDP70-00211R000700300020-8

10 MAR 1958

Commanding Officer

[Redacted]

Chief, Records Management Staff

Reduction in Tabulating Machine Requirements

1. As a result of the continued cooperation of [Redacted] we have been able to make certain revisions in the Vital Materials operating procedure that have substantially reduced the tabulating machine work at the repository. A few of the revisions which have been implemented follow:

a. Change in Frequency of Running Availability Register from Monthly to Quarterly.

This eliminates the machine time required to integrate monthly additions into the master file. During 1957 this meant integrating an average of 3,144 cards into 58,074 each month.

By running a supplemental listing each month, of only those cards for documents that have been received for that month, we will still be providing current information monthly.

At the end of the second month, the first and second months cards will be interfiled and a new supplemental listing run.

At the end of the third month, the third month's cards will be interfiled with the combined first two month's deck and then integrated with the master file (presently 58,074 cards). This will provide a complete listing, each quarter, and monthly supplemental lists for operational use of repository personnel or for availability in time of emergency.

This resulted in the following annual paper savings:

Under old system we listed 696,648 cards annually. Under this new system we will list 232,216 cards; an annual reduction in listing of 464,432 cards resulting in a savings of 14,513 pages of Form 60.

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b. Discontinuous of Punching Tab Cards for and listing of, Non-CIA Cables.

In lieu of the old system of typing a transcript sheet, punching a Tab Card and listing all "TS" and "SS" cables, a form was designed on which the repository will insert each cable envelope number as received. With a minimum of time and effort, one piece of paper (8" x 10 $\frac{1}{2}$ ") will record all cables for a month.

This change eliminates the necessity for punching approximately 2,500 tab cards and listing 78 pages of Form 60, annually.

c. Elimination of Punching Tab Cards, and Listing for Published National Intelligence Surveys.

With the designing of a 5" x 8" card that can be used to record all NIS deposited at the repository, approximately 140 cards, we can control the receipt of all NIS Chapters, sections and supplements.

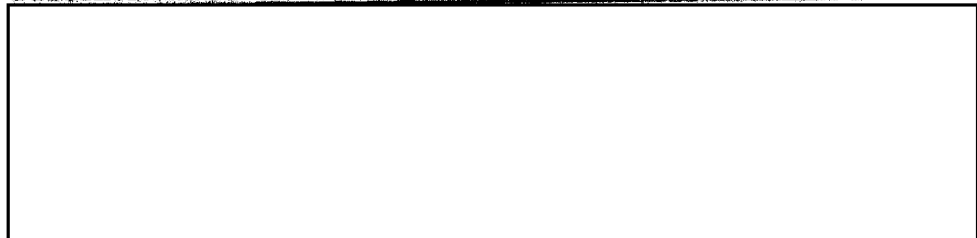
The adoption of this 5" x 8" card system eliminates the need for recording each incoming NIS on a transcript sheet, punching a tab card and listing the entire NIS holdings each month on the Availability Register. This eliminates, annually, the listing of 27,264 cards and the use of 852 pages of Form 60.

d. Discontinuance of Listing JANIS Collection on Availability Register.

As there will be no further additions to this collection we have discontinued listing the Tab cards that reflect each JANIS presently on deposit.

This eliminates annually, the listing of 3,456 cards and 108 pages of Form 60.

e. Discontinuance of Listing the OCR/Graphics Register,



This eliminates annually, the listing of 13,776 tab cards and 336 pages of Form 60.

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2. As a result of these actions, the Repository has discontinued listing 511,428 tab cards, annually, thus saving 15,887 pages of Form 60 (Availability Register).

3. This office appreciates the splendid cooperation it has received [redacted] and is pleased with the progress that is being made on this review.

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Mgt/S,

[redacted]

(7 Mar '58)

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